



Personnel Sub-Committee

Minutes of a Meeting held on Monday 15 July 2019 at East Northamptonshire House, Thrapston

Present:	Councillors:	Roger Glithero JP (Chairman) Val Carter David Jenney Sarah Peacock
	Officers:	Sharn Matthews Executive Director Glenn Hammons Executive Director Sam Dickinson Principal HR Business Partner Julia Smith Head of Customer and Community Services Joanne Young Customer Services Manager

1.0 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Councillors Steven North, Glenvil Greenwood-Smith and Tony Boto.

2.0 DECLARATIONS OF INTEREST

- 2.1 A declaration of interest was received from Sharn Matthews in relation to the appointment of an interim Monitoring Officer. She remained in the meeting to provide advice to the Sub-Committee.

3.0 QUESTIONS UNDER PROCEDURE RULE 10.3

- 3.1 There were no questions submitted under Procedure Rule 10.3.

4.0 URGENT ITEMS

- 4.1 The Chairman agreed to the addition of two urgent items:

- Minutes of the meetings held on 17 and 26 June 2019
- Appointment of Interim Monitoring Officer

5.0 MINUTES OF THE LAST MEETINGS

- 5.1 The minutes of the meetings held on Monday 17th June and Wednesday 26th June 2019 were approved.

6.0 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

7.0 URGENT ITEM – APPOINTMENT OF INTERIM MONITORING OFFICER

7.1 The Executive Director presented a report which proposed a process for the appointment of an Interim Monitoring Officer pending the appointment of a permanent replacement in order to meet statutory requirements.

The report was not for publication under paragraph 1 of Part 1 of Schedule 12 A of the Local government Act 1972.

RESOLVED that:

- i. the process set out on paragraph 2.1 for the Interim replacement of the Monitoring Officer be approved; and
- ii. That the requirement for Job Evaluation of the post of Democratic and Electoral Services Manager (Deputy Monitoring Officer) be noted

RESOLVED TO RECOMMEND TO COUNCIL that:-

- iii. That authority be delegated to the Chief Executive, after consultation with the Leader and Chairman of this Sub Committee, following a paper to Personnel Sub-Committee, to approve a process for the recruitment and appointment of an Interim Director of Growth and Infrastructure.

(Reason: To ensure that the Council has the right Monitoring Officer capacity for the period between the retirement of the current office-holder and the appointment of the permanent replacement.)

8.0 CUSTOMER SERVICES RESTRUCTURE

8.1 The Head of Customer and Community Services presented a report proposing a revised Customer Services Structure.

The report was not for publication under paragraph 1 of Part 1 of Schedule 12 A of the Local government Act 1972.

RESOLVED that:

- i. the consultation to start on the proposed structure detailed in Appendix 2 be approved.
- ii. authority be delegated to the Head of Customer and Community Services, in consultation with the Chairman of this Sub Committee to approve the proposed structure, subject to satisfactory consultation.

(Reason: To ensure we are providing excellent customer services in an efficient and effective way.)

9.0 THANKS TO SHARN MATTHEWS

- 9.1 The Chairman thanked Sharn Matthews for all of her help and assistance over the years, and wished her well in her retirement.

Chairman